

VACANCY ANNOUNCEMENT

US Embassy Banjul
Department of State
Washington DC 20521-2070



VACANCY ANNOUNCEMENT: PROTOCOL ASSISTANT

Announcement Number: B JL-13-014

Position: Protocol Assistant

Open To: All Interested Applicants

Opening Date: September 25, 2013

Closing Date: October 9, 2013

Work Hours: Full-time, 40 hours/weeks

The U.S. Embassy/Banjul is seeking an individual (with the required work and/or residency permit for employment in country) for the position of Protocol Assistant.

BASIC FUNCTION OF POSITION

Under the general supervision of the Chief of Mission and Deputy Chief of Mission, incumbent is responsible for the full range of protocol functions. Position advises the Chief of Mission, Deputy Chief of Mission and other Mission officials on protocol matters with Government of The Gambia, key members of the local community and the diplomatic corps.

Individual maintains local contact lists and guest lists, orders of precedence within and among groups, seating arrangements, and other protocol-related guidance for officials served. Prepares invitations for official social functions and provides follow-up on acceptance and regrets.

REQUIRED QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

Education: At least two years of college studies is required.

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Experience: At least three to five years of progressively responsible experience in protocol affairs, public relations, customer service, media, government or public sector or a similar field, or a combination thereof is required.

Language: Level III (good working knowledge) writing and spoken English ability is required. Fluency in speaking one local language is required (Wolof or Mandika).

Knowledge: Must have comprehensive knowledge of the Gambian Government protocol guides, the general etiquette and social more of The Gambia and Department of State protocol and correspondence, instructions and procedures. Must have a good knowledge of the political structure and how the situation affects protocol in The Gambia. Must be completely familiar with names and positions of Gambian Government officials at all levels.

Abilities/Skills: Must possess excellent communication skills, tact and diplomacy in dealing with the public at all times is required. Ability to maintain high level contacts with the Gambia Government officials, diplomatic missions and individuals in the public and private sector is required. Must have excellent writing skills with good knowledge of Microsoft Office suite is required. Must also have good organizational skills and exceptional interpersonal skills.

Interested candidates for this position should submit the following:

--Application for Employment (DS 174) - available at the Embassy or online:

http://banjul.usembassy.gov/job_opportunities.html

--A current resume

--Documentation (e.g., certificates and awards, copies of degree earned) that addresses the minimum requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office

Embassy of The United States of America

Kairaba Avenue

Serrekunda

Email: HROBanjul@state.gov

no later than **October 9, 2013**

Only short-listed candidates will be contacted for interview.